



## Promotion

---

### Introduction

In EHRP, the first step in processing a promotion is to enter the personnel action (NOA 702-0) into the **Data Control** page of the **HR Processing** page group. Next, the user will modify the applicable Job, Position, Compensation, and Employment pages to reflect the employee's career advancement.

*NOTE: Fields that are not required are not listed within the procedure. Optional fields that an end-user may choose to complete are not detailed.*

---

### Navigational Path

**Home → Administer Workforce → Administer Workforce (USF) → Use → HR Processing**



**Or**

**Access the item using the Worklist.**

---

### Navigational Tips



- The  icon represents a look-up prompt. Clicking this button will allow you to look up all possible entry options for this field.
  - The  icon represents a date prompt. Clicking this button will produce a pop-up calendar for reference. To select a specific date from the pop-up calendar as the field entry, simply click on the date. Use the arrows to move through the months and years.
- 

### Position Number

Before beginning to process a promotion, sure to make note of the position number to which the employee will be assigned.



---

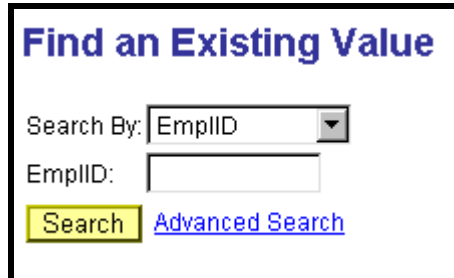
### Procedure

The following steps detail the procedure for processing a promotion.

- 1 Follow the navigational path:

Home → Administer Workforce → Administer Workforce (USF) →  
Use → HR Processing

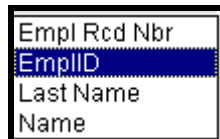
The **Find an Existing Value** page appears.



The screenshot shows a web form titled "Find an Existing Value". It contains a "Search By:" label followed by a dropdown menu currently showing "EmplID". Below this is a text input field labeled "EmplID:". At the bottom of the form are two buttons: a yellow "Search" button and a blue "Advanced Search" link.

- 2 Select the variable you would like to **Search By** from the drop down list.

The search options include:



The screenshot shows a dropdown menu with the following options: "Empl Rcd Nbr", "EmplID" (which is highlighted with a blue background), "Last Name", and "Name".

- 3 Enter the appropriate variable in the next field. (for example, Last Name)

- 4 Click .

- 5 Select the correct employee.

The following **Data Control** page appears:



PEOPLE Soft

Home Help

Home > Administer Workforce > Administer Workforce (USF) > Use > HR Processing

Data Control Personal Data Job Position Compensation Employment 1 Employment 2

Barcroft, John EmplID: 0041 Empl Rcd#: 0

Data Control View All 1 of 1

Actual Effective Date: 10/11/2001 Proposed Effective Date: 10/11/2001

Transaction # / Sequence: 1 / 1 Not To Exceed Date:

\*Action: HIR Hire PAR Status: PRO Processed by Human Resources

\*Reason Code: NPS New Position Contact Emplid:

NOA Code: 101 Career-Cond Appt \*NOA Ext: 0

Authority (1): BWA OPM Delegation Agr No. Cert No

Authority (2):

PAR Request#: Print SF-52 PAR Remarks Award Data Tracking Data Retroactive TSP Transfer In Data?

Print SF-50

Save Return to Search Previous tab Next tab Update/Display Include History Correct History

*NOTE: The **Data Control** page will be populated with the most recent personnel action performed for the selected employee.*

- 6 Click the **+** in the **Data Control** box to insert another row into the employee's record.
- 7 In the **Actual Effective Date** field, enter the effective date of the promotion.
- 8 Enter "PRO" (Promotion) in the **Action Code** field.
- 9 Enter the applicable **Reason Code**.
- 10 Enter "702" (Promotion) in the **NOA Code** field.
- 11 Enter the appropriate **NOA Ext**.
- 12 Enter **Authority (1)**.
- 13 If applicable, enter the **Authority (2)**.
- 14 In the **PAR Request #** field, enter the applicable PAR Request number.
- 15 In the **PAR Request #** field, enter the applicable PAR Request number.

*NOTE: This field is not required but can be used for PAR request tracking purposes.*



16 To enter **PAR Remarks**, click the hyperlink of the same name.

The following **PAR Remarks** sub-page appears:

The screenshot shows a web-based form titled "PAR Remarks". At the top, there's a navigation bar with "View All" and "1 of 1" with navigation arrows. Below this, the "Remark CD:" field is on the left, followed by a search icon and a "+ -" button. To the right of the text boxes is a checkbox labeled "Insertion Required". The main area contains ten empty text boxes for entering remarks. At the bottom, there are "OK" and "Cancel" buttons.

Enter the applicable **Remark CD (Code)** and tab out of the field to see the text of the remark.

*NOTE: To add additional remarks, use the  to insert a row.*

*NOTE: If the **Remark CD** contains a “\*\*\*\*”, you must replace the asterisks with specific information. (i.e. this field may prompt you to enter date)*

*NOTE: To enter a freeform remark, enter “ZZZ” in the **Remark CD** field. Enter applicable remark text in sentence format. Text should fill the line. Once the line is filled, move to the next line. There is no autowrap feature. Do not hyphenate across lines. If a word requires hyphenation, move it to the next line. Do not use bullets or dashes. The “ZZZ” remark can only be used once for each personnel action.*

---

### Mandatory Remarks




The system does not generate or suggest mandatory remarks that need to be entered in accordance with the NOA Code you are processing. Use the appropriate remarks based on OPM processing guidelines. There will no longer be HHS specific remarks for entry, except for the freeform ZZZ.

---



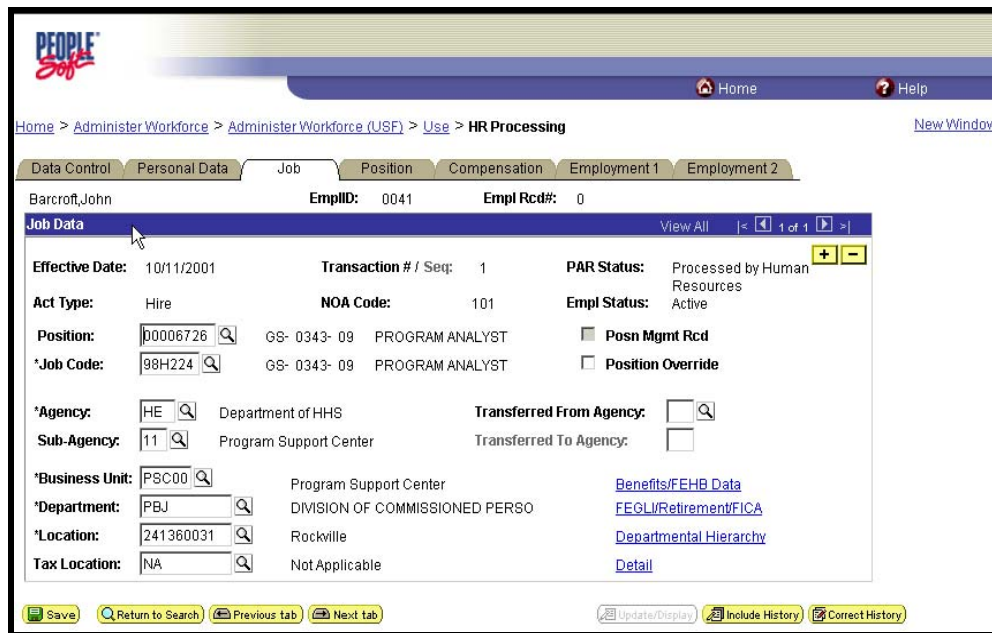
## Procedure (cont'd) 17

When you are finished entering your PAR Remarks, click  to return to the **Data Control** page.

18

Click on the **Job** tab.

The following **Job** page appears:



19

Enter the **Position** number.

*NOTE: The following fields on this page will populate based upon the **Position** that you have entered:*

- **Job Code**
- **Agency**
- **Sub-Agency**
- **Business Unit**
- **Department** (used to be the “Admin Code”)
- **Location** (used to be the “GeoLoc Code”)
- **Tax Location**

## Position Override



The **Position Override** checkbox will allow the user to modify the position management data for this employee. This function is to be used on a limited basis for extreme EXCEPTIONS. If the box is checked, the employee’s data must be maintained manually, and automatic action functionality will be disabled for this employee record.



**Procedure  
(cont'd)  
20**

Click the **Position** tab.

The following **Position** page appears:

The screenshot shows the 'Position Data' form with the following fields and values:

- Effective Date: [Empty]
- Transaction # / Seq: [Empty]
- PAR Status: Processed by Human Resources
- Act Type: Hire
- LEO Position: [Empty]
- POI: [Empty]
- \*Pay Group: [Empty]
- Pay Frequency: [Empty]
- Work Period: [Empty]
- Holiday Schedule: [Empty]
- Earnings Program: [Empty]
- \*Employee Type: [Empty]
- Employee Classification: [Empty]
- \*Reg/Temp: Regular
- Supervisor Level: [Empty]
- Medical Officer: [Empty]
- \*Standard Hours: [Empty]
- FTE: [Empty]
- \*FLSA Status: (Invalid Value)
- \*Job Indicator: Primary
- \*Regular Shift: Not Applicable
- Shift Rate/Factor: [Empty]

*NOTE: The following fields will populate based on the new position selected:*

- **LEO Position**
- **Regular Shift**
- **POI**
- **Pay Group**
- **Work Period**
- **Reg/Temp**
- **Posn Occupied**
- **Work Schedule**
- **FLSA Status**
- **Supervisor Level**
- **Medical Officer**
- **Standard Hours** (Also known as Base Hours. Be sure this value is per week)

**21**

If applicable, click the **SF-113G Ceiling** checkbox.



22 Select the **Employee Classification** from the dropdown menu.

*NOTE: This field is only used for Indian Preference.*

23 Select the **Type Appt** from the dropdown menu.

24 Select the **Job Indicator** from the dropdown menu.

25 Click on the **Compensation** tab.

The following **Compensation** page appears:

*NOTE: The following fields default based upon the new position selected:*

- **Pay Basis**
- **Pay Plan**
- **Table**
- **Grade**

26 Select the **Pay Rate Determinant** from the dropdown menu.



27 Enter the **Step**.

*NOTE: For those employees that do not have a step, “0” should be entered in the **Step** field.*

*NOTE: The page can not be saved until the Step is entered. After the Step is entered, the following fields will populate:*

- **Step Entry Date**
- **Base Pay**
- **Loc/LEO Adjust**
- **Total Pay**
- **FEGLI Base**

28 If the employee is an annuitant, enter the **Annuity Offset Amount**. This amount should be entered based on the employee’s compensation frequency. If the employee’s compensation frequency is annual, the annuity offset amount should be an annual amount.

---

**Pay Impacts**

The annuity offset amount must be entered correctly in order to avoid significant payroll issues.



---

29 Click on the **Expected Pay** hyperlink to display payroll information.





The following sub-page appears:

**Expected Pay**  
**Geog Location Code:**  
**Locality Pay Area:**  
**LEO Special Pay Area:**  
**Locality Percentage:** 0.000.00  
**Change Percent:** 0.000

	<b>Base Pay</b>	<b>With Locality/LEO Adjustment</b>
<b>Hourly:</b>	0.00	0.00
<b>Daily:</b>	0.00	0.00
<b>Biweekly:</b>	0.00	0.00
<b>Monthly:</b>	0.00	0.00
<b>Annual:</b>	0.00	0.00
<b>Total Other/Premium Pay:</b>		0.00
<b>Total Pay:</b>		0.00

Expected Results have been reduced

- 30 Verify the read-only information.
- 31 Click  to return to the **Compensation** page.
- 32 Click on the **Accounting Information** hyperlink.



The following sub-page appears:

**Accounting Information**

Job Earnings Distribution: ☐ By Hours ☐ By Percent ☒ None

Compensation Rate: 0.00 USD Standard Hours:

GL Pay Type:  Account Code:

View All |< 1 of 1 >|

Business Unit	Department	Job Code	Position	Shift	Earn Code
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

GL Pay Type:  Account Code:  Standard Hours:  Percent of Distribution:

OK Cancel

- 33 Enter or modify the CAN in the **Account Code** noted by the arrow.

### Common Account Number



The Common Account Number (CAN) is a required field and must be entered to process the action.

### Procedure (cont'd)

34

Click **OK** to return to the **Compensation** page.

- 35 Click on the **Employment 1** tab.



The following page appears:

36 Click the **Filling Position Data** hyperlink.

The following sub page appears:

37 From the dropdown menu, select the correct method by which the position has been filled.

38 Click **OK** to return to the **Employment 1** page.

39 Click the **Appt Data** hyperlink.

40 If applicable, modify the **Service Computation Dates**.

41 If applicable, modify the **Service Conversion Dates**.



42 If applicable, modify the **Within Grade Increase Data**.

43 If applicable, modify **LEI (Last Equivalent Increase) date**.

*Note: **LEI date** is the begin date for time counting towards the within grade increase. The system will calculate the WGI due date based on Hire date or the LEI date entered. If no LEI date is entered, then the system will calculate the WGI based on the Hire or EOD date.*

44 Click on the **Employment 2** tab.

The following page appears:

*NOTE: The following fields default based on the position selected:*

- **Bargaining Unit**
- **Reports To Position**

45 Enter the employee's **Union Code**, if applicable.

46 Confirm or enter the appropriate **Reports To Position** for the employee.

47 In the **Tenure** field, select the appropriate type of tenure.



- 48 As applicable, enter the employee's compensation level in the **Comp Level** field.

*NOTE: In EHRP, the Comp Level is a 3 digit code. Therefore, when a user enters a 3 character Comp Level Code, the Payroll Interface will automatically add a "0" to the beginning of the Comp Level Code when transmitting that data to Payroll*

*NOTE: Users should no longer enter any data related to the Comp Area Field. The entire Compl Level code should be entered into the Comp Level field only.*

- 49 In the **Probation Date**, enter the completion date for the employee's probation, if applicable.

*NOTE: If this employee is a SES or Supervisor/Manager enter the probation completion date in the appropriate field.*

- 50 As applicable, enter the employee security information in the **Security Info** hyperlink.

- 51 Change the **PAR Status** according to your role.

- 52 Click  .